

EMERGENCY SPECIAL ORDER NO. 1
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**Due to health and safety concerns regarding the coronavirus (COVID-19) and to limit exposure and spread of the disease, the Justice of the Peace, 2-1, will have limited operations until further notice.**

**To insure you do not miss a court notice, please call the court and confirm your current mailing address and contact phone number.**

TICKETS
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All tickets with appearance dates (due dates) on or before June 30, 2020 will be given a 60-day extended appearance date. For example, if your appearance date on your ticket is April 30, 2020, your new extended appearance date will be June 29, 2020. To confirm your appearance date, please call the court. We encourage you NOT to come to the court office prior to your appearance date.

If you must make a payment, we encourage the following payment options: (1) payment with credit card, online. Call the court for the website and information needed to make an online payment. (2) If you're not able to make an online payment, you may pay with a money order using the court's surveillance night drop box located at the front of the building. Please write your case number and name on the money order. Call the Court if you need your case number.

TRUANT CONDUCT OR STUDENT-RELATED CASES
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Cases involving students or Truant Conduct hearings are cancelled through May 1, 2020 or until further notice. The court will notify all parties of the new court dates, once they have been re-docketed.

CIVIL CASES (DEBT CLAIM, SMALL CLAIM, EVICTION, ETC.)
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All civil hearings (including debt claim, small claim and eviction cases) are cancelled until the State of Disaster/Emergency is lifted at which time the court will reschedule hearings and send notice to parties by mail.

If you are a landlord: If you are filing a new eviction case, please be advised that the normal time frames for holding the eviction hearing will be extended to a date after the State of Emergency/Disaster is lifted. The court will not issue any citations for service on eviction cases during this time. If you choose to wait to file your new case until after the State of Emergency/Disaster is lifted, you will be given a date certain for a hearing.

OTHER CASES OR CIRCUMSTANCES
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Call the court if you have any questions or concerns about your case or circumstance.

Issued: March 17, 2020  
Amended: May 5, 2020